



City of Alamo Heights
Boards & Commissions
Project Review Application
PLANNING & DEVELOPMENT SERVICES DEPT
6116 Broadway, Alamo Heights, Texas 78209
v: (210) 826-0516 f: (210) 822-5181

Case#: _____
Meeting date: _____

Case#: _____
Meeting date: _____

*****Please refer to 'Boards & Commissions SIGN Review Application' for permanent sign review projects*****

Date submitted: _____ (Please see Boards & Commission calendars on the City's website or contact the Planning & Development Services Department to confirm application/submittal deadlines and/or meeting dates)

Project Review Requested: ☐ Architectural Review Board ☐ Board of Adjustment ☐ Planning and Zoning

Address for project review: _____ Zoning: _____

Legal description: NCB _____ Block _____ Lot(s) _____

Property owner's name (print): _____

Property owner's address (if different): _____

Property owner's phone#: _____ Email address: _____

(if different than owner)

Applicant's name (print): _____

Applicant's address (if different): _____

Applicant's phone#: _____ Email address: _____

Owner/Applicant is requesting permission to: (Clearly describe the request for project review and list any zoning variances requested.) 1. _____

2. _____

3. _____

4. _____

I, _____, certify that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and no case will be scheduled for a meeting until all required documents have been received, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances. APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. PERMITS MUST BE OBTAINED FROM THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY.

Signature of Property Owner (required): _____ Date: _____

Signature of Applicant (required): _____ Date: _____

City of Alamo Heights
Planning & Development Services Department
Letter of Authorization

Date:_____

Applicant/Applicant Representative(s) understands the following:

1. If the Board/Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Planning & Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Board/Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied.
3. If the applicant does not concur with a Board/Commission's recommendation, appeal to the City Council must be made within thirty (30) days after receipt of the board's recommendation.

*****PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.*****

I hereby authorize _____ of _____
(name) (company (if applicable))
at _____ to represent me in matters pertaining to this case.
(address)

Property owner's name (print):_____

Property owner's address:_____ City_____ State_____

Property owner's phone#:_____ Email address:_____

Property owner's signature:_____

City of Alamo Heights
BOARDS AND COMMISSION

PROJECT REVIEW REQUIRED PACKET CHECKLIST

*****A building permit application and plans must have been submitted and a plan review completed prior to any submittal to the Board of Adjustment and/or the Architectural Review Board. Please refer to Boards and Commissions calendar for submittal deadlines including plan review*****

All background materials needed to support the applicant's request must be submitted to the Planning & Development Services Department PRIOR to scheduling the case before the Commission. NO CASE will be placed on the agenda if ALL materials are not on file by the deadline date. Any last-minute changes must be shown on revised plans. These are to be submitted and placed in the project file prior to meeting.

All **application packets** for a Board or Commission project review must be submitted as follows unless specifically written:

- ☐ **One (1)** copy of this **Boards and Commission Project Review Application**
- ☐ **Two (2)** scaled ½ sized paper set of the plan packet.
- ☐ **One (1) electronic copy** of the application documents (pdf formatted files on a **CD**) – if applicable, see “Submittal Items”
 -
- ☐ Project Review **fee** payment (can be found in “Schedule of Development Fees” on the City’s website or contact the Planning & Development Services Department to confirm)

The following sections describe the information required to be submitted within each packet for project review. All plan documents required for project review must be architectural type plans which are drawn/printed to-scale (so staff is able to measure accurately from plans) and fully dimensioned. Please mark each category appropriately and submit with your application.

TABLE OF CONTENTS:
CHECK WHERE APPLICABLE

- I. **Check Where Applicable:**
 - A. ☐ Residence and/or Duplex
 - B. ☐ Apartments and/or Commercial
 - II. **Architectural Review Board (SEE SUBMITTAL ITEMS BELOW)**
 - A. ☐ Preliminary Review (conceptual only)
 - i. ☐ Demolition Review
 - 1. Includes both existing structures and replacement structures
 - ii. ☐ Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
 - iii. ☐ New Construction
 - 1. (does not include replacement structures under the demolition review process)
 - B. ☐ Final Review
 - i. ☐ Demolition Review
 - 1. Includes both existing structures and replacement structures
 - ii. ☐ Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
 - iii. ☐ New Construction
 - 1. (does not include replacement structures under the demolition review process)
 - C. ☐ Landscape Only
 - III. **Board of Adjustment (SEE SUBMITTAL ITEMS BELOW)**
 - D. ☐ Zoning Variance Request
 - IV. **Planning and Zoning Commission (SEE SUBMITTAL ITEMS BELOW)**
 - E. ☐ Plat/Re-plat
 - F. ☐ Zoning Change
 - G. ☐ Specific Use Permit (SUP)
-

SUBMITTAL ITEMS

*****Please refer to 'Boards & Commissions SIGN Review Application' for permanent sign review projects*****

I. Architectural Review Board

A. Preliminary Review is not required but may be requested by the applicant to get a conceptual idea of the concerns of the public, the Board, and the final requirements prior to investing in full plan development.

i. Demolition Review (includes both existing structures and replacement structures)

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

☐ Detailed, written description (i.e., cover letter) of the proposed project review:

- Describe the scope of your project
- Include existing and proposed heights

☐ Photographs of existing structure (all exterior sides of structure)

☐ Drawn to scale and dimensioned existing site plan/survey

- Existing drainage patterns must be indicated

☐ Drawn to scale and dimensioned proposed site plan

- Proposed drainage patterns must be indicated

☐ Renderings/elevations of proposed structure(s)

☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain

☐ Landscape/lighting plan

ii. Addition/Alteration to an existing structure (construction cost >\$50,000, multi-family or commercial uses only)

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

☐ Detailed, written description (i.e., cover letter) of the proposed project review:

- Describe the scope of your project
- Include existing and proposed heights

☐ Photographs of existing structure (all exterior sides of structure)

☐ Drawn to scale and dimensioned existing site plan/survey

- Existing drainage patterns must be indicated

☐ Drawn to scale and dimensioned proposed site plan

- Proposed drainage patterns must be indicated

☐ Renderings/elevations of proposed structure(s)

☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain

☐ Landscape/lighting plan

iii. New Construction does not include replacement structures under the demolition review process

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

☐ Detailed, written description (i.e., cover letter) of the proposed project review:

- Describe the scope of your project
- Include existing and proposed heights

☐ Photographs of existing structure (all exterior sides of structure)

☐ Drawn to scale and dimensioned existing site plan/survey

- Existing drainage patterns must be indicated

☐ Drawn to scale and dimensioned proposed site plan

- Proposed drainage patterns must be indicated

☐ Renderings/elevations of proposed structure(s)

☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain

☐ Landscape/lighting plan

B. Final Review includes a review of the entire project including civil and architectural design, landscaping, signage, etc. MEP's, foundation plans are not required for board review.

i. Demolition Review (includes both existing and replacement structures)

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

- ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood***
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
- ☐ Lot coverage and floor area ratio worksheet (sample found with permit application)
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Streetscape photograph(s) of the existing front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the existing block-face appearance of the 5 existing properties.
- ☐ Streetscape photograph(s) of the proposed front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the proposed block-face appearance of the 4 existing properties with the proposed replacement structure super-imposed on the subject property.
- ☐ Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
- ☐ Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the existing structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan
- ☐ (Please bring material sample(s) to ARB meeting (if applicable))

ii. **Addition/Alteration** to an existing structure (Construction cost > \$50,000, multi-family or commercial uses only)

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

- ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood***
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
- ☐ Lot coverage and floor area ratio worksheet (sample found with permit application)
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
- ☐ Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the existing structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan
- ☐ (Please bring material sample(s) to ARB meeting (if applicable))

iii. **New Construction** does not include replacement structures under the demolition review process

☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required

☐ **Paper plan packet** (see page 3 for quantity) of the following:

- ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood***
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
- ☐ Lot coverage and floor area ratio worksheet (sample found with permit application)
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
- ☐ Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan
- ☐ (Please bring material sample(s) to ARB meeting (if applicable))

C. Landscape Only

- ☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required
- ☐ **Paper plan packet** (see page 3 for quantity) of the following:
 - ☐ Detailed, written description (i.e., cover letter) of the proposed project review
 - ☐ Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
 - ☐ Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
 - ☐ Drawn to scale and dimensioned landscape/lighting plan

II. Board of Adjustment

D. Zoning Variance

- ☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required
- ☐ **Paper plan packet** (see page 3 for quantity) of the following:
 - ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Existing conditions related to proposed variances
 - Description of specific hardship(s) related to the property
 - ☐ Lot coverage and floor area ratio worksheet (sample found with permit application)
 - ☐ Photographs of existing structure as related to proposed variances
 - ☐ Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
 - ☐ Drawn to scale and dimensioned existing site plan/survey
 - ☐ Drawn to scale and dimensioned proposed site plan
 - ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed project:
 - Elevations must include existing grade, average grade, and finished floor heights

III. Planning and Zoning Commission

E. Plat/Re-plat

- ☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required
- ☐ **Paper plan packet** (see page 3 for quantity) of the following:
 - ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Existing property conditions related to proposed plat/re-plat changes
 - ☐ Paper copy of the existing site conditions/existing site plan
 - ☐ Paper copy of the proposed plat/re-plat document(s)***
- ☐ Written documentation of the proposed plat(s)/re-plat(s) (only 1 copy of the following is/are required):
 - ☐ Confirmation from CPS regarding any easement agreement(s)
 - ☐ Confirmation from SAWS regarding any easement agreement(s)
- ☐ Two (2) additional paper copies of the proposed plat/re-plat
- ☐ One (1) Mylar copy of the proposed plat/re-plat document:

- ☐ Once the Mylar is recorded, please return the stamped, recorded Mylar (with original signatures/notary stamps) to the City of Alamo Heights, Planning & Development Services office)

F. Zoning Change

- ☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required
- ☐ **Paper plan packet** (see page 3 for quantity) of the following:
- ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
 - Existing zoning regulations
 - Proposed zoning regulations
 - Conditions related to existing zoning regulations and justification of hardship(s) for revisions to existing standards
 - ☐ Plan document(s) showing examples of existing standards vs. proposed standards

G. Specific Use Permit (SUP)

- ☐ **Electronic** (pdf) **copy** of the application/packet documents on a CD; only 1 CD is required
- ☐ **Paper plan packet** (see page 3 for quantity) of the following:
- ☐ Detailed, written description (i.e., cover letter) of the proposed project review
 - ☐ Documents-required checklist, completed and signed by the applicant
 - ☐ Technical required checklist, completed and signed by the applicant
 - ☐ Plan documents shall be scaled (to fit on 11x17" sheets) and shall include:
 - Current survey
 - Proposed site layout to include:
 - Location map, north arrow, scale
 - Building orientation
 - Access points
 - Parking dimensioned
 - Square footage of all buildings by unit
 - Preliminary signage
 - Trash collection method and location
 - Elevations for each side of the existing/proposed structure
 - Landscape plan

****According to Chapter 5 of the City of Alamo Heights Code of Ordinances: 'Compatibility shall mean harmony with the existing neighborhood, site configurations, development patterns, and the character of the development envelope found within the adjacent and immediate block area, as demonstrated in the demolition review application, including roof pitch, scale, massing, garage and driveway location and setbacks. Adjacent and immediate block area shall include but not be limited to all properties along:**

1. The specific block where the project is proposed,
2. The block to the each side of the project's block, and
3. The blocks directly across the street of the three blocks identified above.'

***Please refer to specific plat requirements at www.municode.com, City of Alamo Heights Code of Ordinances, Chapter 17 "Subdivisions."

****Please refer to specific requirements at www.municode.com, City of Alamo Heights Code of Ordinances, Chapter 5, Article X "Tree Preservation."

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED BOARD OR COMMISSION MEETING.

Applicant signature: _____

Date: _____